

## E-Mail ALSPO K/06

**Subj: Procedures for Combat Servicemembers' Group Life Insurance Allowance**

- Ref: (a) [National Defense Authorization Act for Fiscal Year 2007 \(Public Law 109-364\)](#)  
(b) [COMDT COGARD Washington DC 301413Z OCT 06/ALCOAST 523/06, CG-12, COMDTNOTE 7220](#)  
(c) [E-Mail ALSPO B/06, Procedures for Combat SGLI Allowance, 19 Apr 06](#)  
(d) [Personnel and Pay Procedures Manual, PSCINST M1000.2\(series\), Sec. 5-A](#)

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**Purpose** This E-Mail ALSPO provides revised procedures for entering entitlement to Combat Servicemembers' Group Life Insurance (SGLI) Allowance.

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**Discussion** Per references (a) and (b), members serving in Operations Enduring Freedom or Iraqi Freedom Theaters or serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom shall receive an allowance equal to the amount of the cost for the maximum SGLI coverage plus the cost of Traumatic SGLI coverage.

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**SPO Action** SPOs shall record entitlement to Combat SGLI Allowance in Direct-Access for any eligible member. Procedures for recording entitlement to Combat SGLI Allowance are in enclosure (1).

SPOs are reminded to submit Combat SGLI Allowance transactions in connection with Combat Tax Exclusion transactions. Currently, any member who is entitled to Combat Tax Exclusion while serving in Operations Enduring Freedom or Iraqi Freedom is also entitled for Combat SGLI Allowance. A recent review of the records of members entitled to Combat Tax Exclusion identified 173 members who were also entitled to Combat SGLI Allowance. However, the transactions to start Combat SGLI Allowance were never submitted as required by reference (c). The SPOs for these members have been contacted by PSC (MAS).

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**Rules for  
Entitlement to  
Combat SGLI  
Allowance**

A member must be serving in Operations Enduring Freedom or Iraqi Freedom Theaters or be serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom in order to be eligible for Combat SGLI Allowance.

- Orders in support of Operations Enduring Freedom or Iraqi Freedom may be specific orders to the member, or general tasking to an entire unit such as a ship. The member must be outside the U.S. for at least part of the month. No minimum part of a month is defined.

Combat SGLI Allowance can be recorded as a one-time entitlement (allowance for a single month only) or as a continuous entitlement (allowance will continue until submission of a stop transaction). Entries for entitlement to Combat SGLI and Combat Tax Exclusion must match:

- If a member is entitled to Combat Tax Exclusion for one month only, then the entry for Combat SGLI must also be for one month only.
- If a member is entitled to Combat Tax Exclusion continuously, then the entry for Combat SGLI must also be for a continuous entitlement and a stop transaction must be entered when the stop Combat Tax Exclusion is entered.

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**Amount of  
Combat SGLI  
Allowance**

Combat SGLI Allowance is equal to the monthly cost of \$400,000 SGLI coverage plus the cost of Traumatic SGLI coverage. The cost of \$400,000 SGLI coverage is currently \$28.00 per month and the cost of Traumatic SGLI coverage is \$1.00. The total Combat SGLI Allowance is \$29.00.

Combat SGLI Allowance entitlements will appear in JUMPS Segment 23 "Miscellaneous Allowances" (Note: The title of Segment 23 has changed, it was previously titled "Personal Money Allowance").

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## E-Mail ALSPO K/06

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**Combat SGLI Allowance for members with no or less than \$400,000 SGLI coverage**

Members with SGLI coverage elections of \$0 (declined) or any other amount less than the maximum coverage available, who become entitled to Combat SGLI Allowance, will temporarily have their SGLI coverage increased to \$400,000 for the duration of the entitlement to Combat SGLI Allowance. The member's previous SGLI coverage resumes the first day of the month following the month the member's entitlement to Combat SGLI Allowance ends, unless the member submits a new SGLI or SGLI Family election.

JUMPS will open a new Segment 32 to increase the member's SGLI coverage to \$400,000 when a start Combat SGLI Allowance transaction processes. The temporary increase is effective the first day of the month in which the member is entitled to Combat SGLI and ends the last day of the month the entitlement to Combat SGLI stops. The letter "S" will appear in the "Combat Code" field of any Segment 32 opened by JUMPS to record a temporary SGLI coverage increase.

- Temporary SGLI coverage changes, made in JUMPS, due to receipt of Combat SGLI allowance will not appear in the member's SGLI elections in DA ([Compensate Employees](#) > [Administer Base Benefits](#) > **Life and AD/D Benefits**).

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**SGLI Beneficiary Designations and FSGLI Elections**

When starting Combat SGLI Allowance SPOs shall also:

- Review member's current SGLI Election and Certificate (form [SGLV-8286](#)) for accuracy and completeness. If no SGLV-8286 form is on file, provide the member with a blank form with instructions to complete and return to the SPO as soon as possible.

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## E-Mail ALSPO K/06

**Subj: Procedures for Combat Servicemembers' Group Life Insurance Allowance**

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**SGLI  
Beneficiary  
Designations  
and FSGLI  
Elections**  
(cont'd)

- Inform married members, who have previously declined SGLI coverage, or have coverage at the \$50,000 level, that Family SGLI coverage is available while they are receiving Combat SGLI Allowance. The member must submit a SGLI Family Coverage Election (form [SGLV-8286A](#)) and [SGLV-8286](#) form, with a coverage level of at least \$100,000, if they desire coverage under the SGLI Family program. Premiums for SGLI and SGLI Family coverage will be deducted from the member's pay and will continue after entitlement to Combat SGLI Allowance ends.

Compare SGLV-8286 (and SGLV-8286A, if applicable) with LES to confirm correct deductions are (or were) in effect.

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**Directives  
Affected**

Reference (c) is cancelled. The next change to reference (d) will include the new Combat SGLI Allowance amounts.

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**Questions**

Questions regarding the content of this E-Mail ALSPO may be directed to PSC Customer Care at:



(866) 772-8724/(785) 339-2200



<http://www.uscg.mil/hq/psc/customerservice.htm> or by e-mail  
to [PSC-CustomerCare@uscg.mil](mailto:PSC-CustomerCare@uscg.mil)

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**Released by**

Internet release authorized.

/s/

M. P. SULLIVAN  
Executive Director

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Encl: (1) Direct-Access Combat SGLI Allowance Procedural Guide.

# Combat Servicemembers' Group Life Insurance Allowance

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## Overview

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**Introduction** This section provides the procedures for Combat SGLI Allowance. This entitlement provides an allowance to members for the cost of the maximum SGLI coverage (Currently \$400,000) plus the cost of Traumatic SGLI (Currently \$1) for duty served during any part of a month serving in Operations Enduring Freedom or Iraqi Freedom Theaters or serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom.

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**Topics** The following topics are covered in this guide

Topic	See Page
<a href="#">Guiding Principles</a>	2
<a href="#">Starting Combat SGLI Allowance</a>	5
<a href="#">Stopping Combat SGLI Allowance</a>	8
<a href="#">Correcting Combat SGLI Allowance</a>	9
<a href="#">Deleting Combat SGLI Allowance</a>	10
<a href="#">Starting Combat SGLI Allowance (Multiple Entry)</a>	11
<a href="#">Stopping Combat SGLI Allowance (Multiple Entry)</a>	17

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# Combat Servicemembers' Group Life Insurance Allowance

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## Guiding Principles

<b>Introduction</b>	This section provides the guiding principles for Combat SGLI Allowance.
<b>Reference</b>	<p>The following references provide additional information about Combat SGLI Allowance and/or related entitlements, such as Combat Tax Exclusion.</p> <p>Ref: (a) National Defense Authorization Act for Fiscal Year 2007 (Public Law 109-364)</p> <p>(b) COMDT COGARD Washington DC 301413Z OCT 06/ALCOAST 523/06, CG-12, COMDTNOTE 7220</p> <p>(c) National Defense Authorization Act for Fiscal Year 2006 (Public Law 109-163)</p> <p>(d) COMDT COGARD Washington DC 022005Z FEB 06/ALCOAST 060/06, CG-12, COMDTNOTE 7220</p> <p>(e) Coast Guard Pay Manual, COMDTINST M7220.29(series), Sec. 8-G-2</p> <p>(f) Personnel and Pay Procedures Manual, PSCINST M1000.2(series), Sec. 8-B</p>
<b>Before you begin</b>	<p>If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: <a href="#">Employee Entitlements, Basic Navigation Guide</a> in the Direct-Access Online Help at <a href="http://cgweb.psc.uscg.mil/ps">http://cgweb.psc.uscg.mil/ps</a> or <a href="http://www.uscg.mil/hq/psc/ps">http://www.uscg.mil/hq/psc/ps</a></p> <p>Multiple entry capability is available for this entitlement. Go to page 11 of this guide for instructions on preparing multiple entries for entire units and/or sub departments.</p>
<b>Entitlement Overview</b>	Per references (a) and (b), members entitled to Income Tax Exclusion for Duty serving in Operations Enduring Freedom or Iraqi Freedom Theaters or serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom shall receive an allowance equal to the amount of the cost for the maximum SGLI coverage plus the cost of Traumatic SGLI coverage. Family SGLI coverage costs are not included.
<b>Approval</b>	This transaction does not require routing to a SPO Supervisor for approval. The transaction will be approved and transmitted to JUMPS when the data is entered and successfully saved by a CGHRS Role User.

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# Combat Servicemembers' Group Life Insurance Allowance

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## Guiding Principles, Continued

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### Connection with Combat Tax Exclusion

#### Reminder!

Submit transactions for Combat SGLI when submitting transactions for Combat Tax Exclusion for members serving in support of Operations Enduring Freedom or Iraqi Freedom

A member must be entitled to Income Tax Exclusion for Duty in Operations Enduring Freedom or Iraqi Freedom Theaters or be serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom in order to be eligible for Combat SGLI Allowance. Policies and procedures for entitlement to Combat Tax Exclusion can be found in references (d) and (e).

Combat SGLI Allowance can be recorded as a one-time entitlement (allowance for a single month only) or as a continuous entitlement (allowance will continue until submission of a stop transaction). Entries for entitlement to Combat SGLI and Combat Tax Exclusion must match:

- If a member is entitled to Combat Tax Exclusion for one month only, then the entry for Combat SGLI must also be for one month only.
- If a member is entitled to Combat Tax Exclusion continuously, then the entry for Combat SGLI must also be for a continuous entitlement and a stop transaction must be entered when the stop Combat Tax Exclusion is entered.

Note: If the member is entitled to Combat SGLI Allowance due to serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom, but not entitled to Combat Tax Exclusion, the Combat SGLI Allowance entitlement must be entered by a SPO Supervisor (CGHRSUP Role User) using the "Manual Row Switch" checkbox to override edits and allow the transaction to save.

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### Connection with SGLI and Family SGLI Elections

Members with SGLI coverage elections of \$0 (declined), or any other amount less than the current \$400,000 maximum, who become entitled to Combat SGLI Allowance, will temporarily have their SGLI coverage increased to \$400,000 for the duration of the entitlement to Combat SGLI Allowance. The member's previous SGLI coverage resumes the first day of the month following the month the member's entitlement to Combat SGLI Allowance ends unless the member submits a new SGLI or SGLI Family election during the time they are entitled to Combat SGLI allowance. If a member submits a new SGLI election or SGLI Family election, while entitled to Combat SGLI Allowance, the new elections will override any elections the member had in place prior to receipt of Combat SGLI allowance.

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# Combat Servicemembers' Group Life Insurance Allowance

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## Guiding Principles, Continued

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### Connection with SGLI and Family SGLI Elections (cont'd)

JUMPS will open a new Segment 32 to increase the member's SGLI coverage to \$400,000 when a start Combat SGLI Allowance transaction processes. The temporary increase is effective the first day of the month in which the member is entitled to Combat SGLI and ends the last day of the month the entitlement to Combat SGLI stops. The letter "S" will appear in the "Combat Code" field of any Segment 32 opened by JUMPS to record a temporary SGLI coverage increase.

- Temporary SGLI coverage changes, made in JUMPS, due to receipt of Combat SGLI allowance will not appear in the member's SGLI elections in DA ([Compensate Employees](#) > [Administer Base Benefits](#) > **Life and AD/D Benefits**).

When starting Combat SGLI Allowance SPOs shall also:

- Review member's current SGLI Election and Certificate (form SGLV-8286) for accuracy and completeness. If no [SGLV-8286](#) form is on file, provide the member with a blank form with instructions to complete and return to the SPO as soon as possible.
  - Inform married members, who have previously declined SGLI coverage, or have coverage at the \$50,000 level, that Family SGLI coverage is available while they are receiving Combat SGLI Allowance. The member must submit a SGLI Family Coverage Election (form [SGLV-8286A](#)) and SGLV-8286 form, with a coverage level of at least \$100,000, if they desire coverage under the SGLI Family program. Premiums for SGLI and SGLI Family coverage will be deducted from the member's pay and will continue after entitlement to Combat SGLI Allowance ends.
  - Compare SGLV-8286 (and SGLV-8286A, if applicable) with LES to confirm correct deductions are (or were) in effect.
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# Combat Servicemembers' Group Life Insurance Allowance

## Starting Combat SGLI Allowance

**Introduction** This section provides the procedure for starting Combat SGLI Allowance.

**Procedure** Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements page. Then, follow these steps to enter a new Combat SGLI Allowance entitlement.


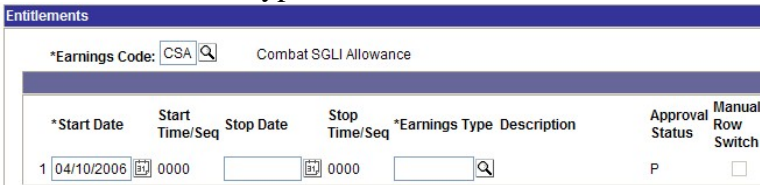

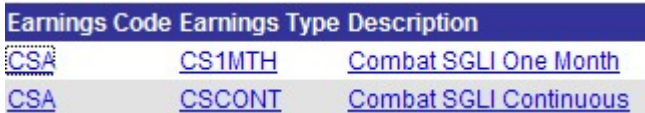
Step	Action						
1	<p>Review the member's Entitlement Summary page to see if the member has a previous or current entry for Combat SGLI Allowance entitlement.</p>  <table border="1"> <thead> <tr> <th>If a Combat SGLI Allowance Entry is</th><th>Then</th></tr> </thead> <tbody> <tr> <td>Present</td><td>Click the <b>Continue</b> button</td></tr> <tr> <td>Not present</td><td> <ol style="list-style-type: none"> <li>Click any <b>+</b> to insert a new entitlement.</li> <li>Enter code "CSA" in the entitlement block in the new row</li> <li>Then, click the <b>Continue</b> button</li> </ol> </td></tr> </tbody> </table>	If a Combat SGLI Allowance Entry is	Then	Present	Click the <b>Continue</b> button	Not present	<ol style="list-style-type: none"> <li>Click any <b>+</b> to insert a new entitlement.</li> <li>Enter code "CSA" in the entitlement block in the new row</li> <li>Then, click the <b>Continue</b> button</li> </ol>
If a Combat SGLI Allowance Entry is	Then						
Present	Click the <b>Continue</b> button						
Not present	<ol style="list-style-type: none"> <li>Click any <b>+</b> to insert a new entitlement.</li> <li>Enter code "CSA" in the entitlement block in the new row</li> <li>Then, click the <b>Continue</b> button</li> </ol>						
2	<p>If this is the first Combat SGLI Allowance entry for this member go to step 3.</p> <p>If this is not the first Combat SGLI Allowance entry for this member click the <b>+</b> button to begin a new transaction.</p> 						

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# Combat Servicemembers' Group Life Insurance Allowance

## Starting Combat SGLI Allowance, Continued

### Procedure (continued)

Step	Action
3	<p>Enter the <b>Start Date</b>. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click &amp; drag over the date field to select the date then type the start date in MM/DD/YYYY format.</p>  <p>Notes: (1) The system will automatically change the Start Date to the 1<sup>st</sup> of the month upon successfully saving this transaction.            (2) Start date must be for the same month as the entry for Combat Tax Exclusion (CT1).</p>
4	<p><b>Stop Date.</b> Leave blank.</p> <p>A Stop Date is not required if you are entering Combat SGLI One Month Only (see next step for selecting the Earnings Type). The system will automatically enter the last day of the month in this field when you successfully save the transaction.</p> <p>See the instructions in the following section (page 8) for stopping Combat SGLI Continuous. Never future date or “estimate” the stop date.</p>
5	<p>Enter the <b>Earnings Type</b> code or use the  to search and select from a listing of available earning types.</p>  <ul style="list-style-type: none"> <li>• If a member is entitled to Combat Tax Exclusion for one month only, then the entry for Combat SGLI must also be for one month only. Use code CS1MTH.</li> <li>• If a member is entitled to Combat Tax Exclusion continuously, then the entry for Combat SGLI must also be for a continuous entitlement, use code CSCONT. A stop transaction must be entered when the stop Combat Tax Exclusion is entered.</li> </ul> <p>Note: Transactions to start Combat Tax Exclusion must be entered in the system before entering transactions to start Combat SGLI Allowance.</p>
6	<p><b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat step 5 to select the correct type if necessary.</p>

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
# Combat Servicemembers' Group Life Insurance Allowance

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## Starting Combat SGLI Allowance, Continued

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### Procedure (continued)

Step	Action
7	<b>Approval Status</b> is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving. The transaction cannot be saved in a Pending status. It will automatically change to Approved (A) when a user CGHRS Role User enters the data and successfully saves the transaction.
8	<b>Manual Row Switch.</b> (SPO Supervisors/CGHRSUP role users only) Select this checkbox <u>only when necessary</u> to override pay edits. <b>Caution!</b> Overriding pay edits may result in errors and possible overpayment of entitlement.  Note: If the member is entitled to Combat SGLI Allowance due to serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom, but not entitled to Combat Tax Exclusion, the Combat SGLI Allowance entitlement <b>must</b> be entered by an SPO Supervisor (CGHRSUP Role User) using the “Manual Row Switch” checkbox to override edits and allow the transaction to save.
9	Click the  button (located at the bottom left of the screen) to approve and transmit the entry.

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# Combat Servicemembers' Group Life Insurance Allowance




## Stopping Combat SGLI Allowance

**Introduction** This section provides the procedure for stopping Continuous Combat SGLI Allowance (Earnings Type "CSCONT").

**Before you begin** Continuous Combat SGLI Allowance must be stopped before stopping Combat Tax Exclusion.

Continuous Combat SGLI Allowance automatically stops the last day of the month of PCS departure. Do not enter a stop Continuous Combat SGLI Allowance if the member is departing PCS during a month in which they are entitled to Combat SGLI Allowance.

**Procedure** Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements page. Then, follow these steps to enter a stop Combat SGLI Allowance transaction.

Step	Action
1	Find the row to stop. The stop date will be blank as shown below: 
2	Enter the <b>Stop Date</b> for the entitlement by using the calendar button  to select the desired date. You can also click & drag over the date field then Type the stop date in MM/DD/YYYY format.
3	Click the  button (located at the bottom left of the screen) to approve and transmit the entry.

# Combat Servicemembers' Group Life Insurance Allowance

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## Correcting Combat SGLI Allowance

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**Introduction** This section provides the procedure for correcting Combat SGLI Allowance.

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**Discussion** Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Combat SGLI Allowance) and then start a new Combat SGLI Allowance entitlement.

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**Procedure** Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements page. Then, follow these steps to correct an incorrect Stop date.

Step	Action
1	Find the Combat SGLI Allowance row to correct.  Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.
2	Click the  Save button located at the bottom left of the screen.

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# Combat Servicemembers' Group Life Insurance Allowance

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## Deleting Combat SGLI Allowance

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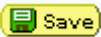
**Introduction** This section provides the procedure for deleting Combat SGLI Allowance.

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**Discussion** The total Combat SGLI Allowance entitlement will be recouped when using this feature.

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**Procedure** Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements page. Then, follow these steps to enter a deletion of a Combat SGLI Allowance transaction.

Step	Action
1	Find the Combat SGLI Allowance row to delete.  Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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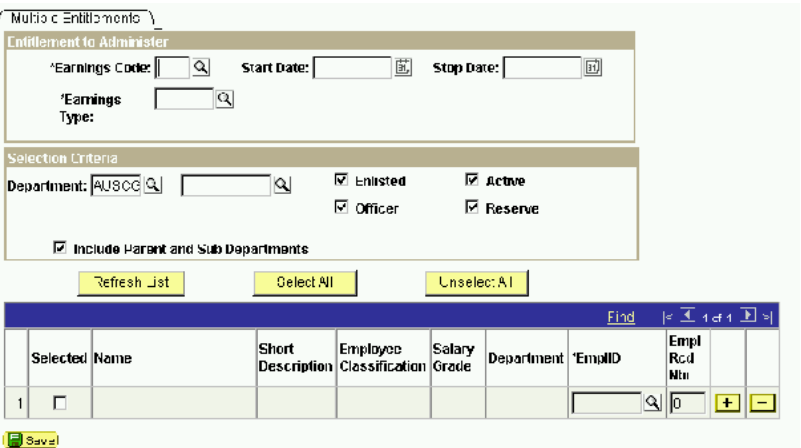

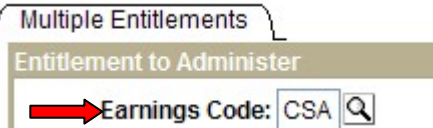
# Combat Servicemembers' Group Life Insurance Allowance

## Starting Combat SGLI Allowance (Multiple Entry)

**Introduction** This section provides the procedure for starting Combat SGLI Allowance (Multiple Entry).

**Before you begin** You will not be able to save this transaction unless all members you select to receive Combat SGLI Allowance also have a Combat Tax Exclusion entry for the same month.

**Procedure** Follow these steps to enter a new Combat SGLI Allowance (Multiple Entry) entitlement.



Step	Action
1	<p>Select Menu items in the following order.</p> <p><u>Home</u> &gt; <u>Compensate Employees</u> &gt; <u>Maintain Entitlements</u> &gt; <u>Use</u> &gt; <b>Manage Multiple Entitlements</b></p> <p>The Multiple Entitlement Panel appears as shown below.</p> 
2	<p>Type “CSA” in the <b>Earnings Code</b> field shown below or use the magnifying glass  to search and select the Combat SGLI Allowance Earnings Code.</p> 

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# Combat Servicemembers' Group Life Insurance Allowance

## Starting Combat SGLI Allowance (Multiple Entry), Continued

### Procedure (continued)

Step	Action
3	<p>Enter the <b>Earnings Type Code</b>.</p>  <ul style="list-style-type: none"> <li>• If the members are entitled to Combat Tax Exclusion for one month only, then the entry for Combat SGLI must also be for one month only. Use code CS1MTH.</li> <li>• If the members are entitled to Combat Tax Exclusion continuously, then the entry for Combat SGLI Allowance must also be for a continuous entitlement, use code CSCONT.</li> </ul> <p>Note: Transactions to start Combat Tax Exclusion must be entered in the system before entering transactions to start Combat SGLI Allowance.</p>
4	<p>Enter the <b>Start Date</b>. Must be the same as the start date for Combat Tax Exclusion, usually the first day of the month in which the entitlement begins (e.g. 03/01/2006). The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click &amp; drag over the date field to select the date then type the start date in MMDDYYYY format.</p>
5	<p><b>Stop Date</b>. Leave blank.</p> <p>A Stop Date is not required if you are entering Combat SGLI One Month Only (see previous step for selecting the Earnings Type). The system will automatically enter the last day of the month in this field when you successfully save the transaction.</p> <p>See the instructions in the following section for stopping Combat SGLI Continuous. Never “estimate” the stop date.</p>

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# Combat Servicemembers' Group Life Insurance Allowance

## Starting Combat SGLI Allowance (Multiple Entry), Continued

### Procedure (continued)

Step	Action						
6	<p>Complete the "Selection Criteria" fields as outlined below.</p> <div data-bbox="297 527 1143 680"> <p><b>Selection Criteria</b></p> <p>Department: <input type="text" value="AUSCG"/> <input type="button" value="Q"/> <input type="text"/> <input type="button" value="Q"/></p> <p><input checked="" type="checkbox"/> Enlisted <input checked="" type="checkbox"/> Active</p> <p><input checked="" type="checkbox"/> Officer <input checked="" type="checkbox"/> Reserve</p> <p><input checked="" type="checkbox"/> Include Parent and Sub Departments</p> </div> <table> <tr> <th>Field</th><th>Action</th></tr> <tr> <td>Department</td><td> <p>There are 2 lookup boxes located next to Department...</p> <p><b>Leave the first box set to AUSCG (Active USCG Units) as shown below.</b></p> <div data-bbox="618 940 1133 1035"> <p>Department: <input type="text" value="AUSCG"/> <input type="button" value="Q"/> <input type="text"/> <input type="button" value="Q"/></p> <p>↑</p> </div> <p>Type the Department Code in the 2<sup>nd</sup> block shown below or use the <input type="button" value="Q"/> to search and select from a listing of available codes.</p> <div data-bbox="613 1182 1122 1276"> <p>Department: <input type="text" value="AUSCG"/> <input type="button" value="Q"/> <input type="text"/> <input type="button" value="Q"/></p> <p>↑</p> </div> </td></tr> <tr> <td>Enlisted</td><td> <p>A checkmark <input checked="" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box <input type="checkbox"/> indicates enlisted personnel were removed from the selection criteria.</p> </td></tr> </table>	Field	Action	Department	<p>There are 2 lookup boxes located next to Department...</p> <p><b>Leave the first box set to AUSCG (Active USCG Units) as shown below.</b></p> <div data-bbox="618 940 1133 1035"> <p>Department: <input type="text" value="AUSCG"/> <input type="button" value="Q"/> <input type="text"/> <input type="button" value="Q"/></p> <p>↑</p> </div> <p>Type the Department Code in the 2<sup>nd</sup> block shown below or use the <input type="button" value="Q"/> to search and select from a listing of available codes.</p> <div data-bbox="613 1182 1122 1276"> <p>Department: <input type="text" value="AUSCG"/> <input type="button" value="Q"/> <input type="text"/> <input type="button" value="Q"/></p> <p>↑</p> </div>	Enlisted	<p>A checkmark <input checked="" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box <input type="checkbox"/> indicates enlisted personnel were removed from the selection criteria.</p>
Field	Action						
Department	<p>There are 2 lookup boxes located next to Department...</p> <p><b>Leave the first box set to AUSCG (Active USCG Units) as shown below.</b></p> <div data-bbox="618 940 1133 1035"> <p>Department: <input type="text" value="AUSCG"/> <input type="button" value="Q"/> <input type="text"/> <input type="button" value="Q"/></p> <p>↑</p> </div> <p>Type the Department Code in the 2<sup>nd</sup> block shown below or use the <input type="button" value="Q"/> to search and select from a listing of available codes.</p> <div data-bbox="613 1182 1122 1276"> <p>Department: <input type="text" value="AUSCG"/> <input type="button" value="Q"/> <input type="text"/> <input type="button" value="Q"/></p> <p>↑</p> </div>						
Enlisted	<p>A checkmark <input checked="" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box <input type="checkbox"/> indicates enlisted personnel were removed from the selection criteria.</p>						

*Continued on next page*

### Starting Combat SGLI Allowance (Multiple Entry), Continued

**Step**  
**6**

**Cont'd**

<b>Field</b>	<b>Action</b>
Active	A checkmark <input checked="" type="checkbox"/> indicates active duty personnel will be included in the selection. Click on the box to remove active duty personnel if desired.
Officer	A checkmark <input checked="" type="checkbox"/> indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box <input type="checkbox"/> indicates officers were removed from the selection criteria.
Reserve	A checkmark <input checked="" type="checkbox"/> indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel if desired. A blank box <input type="checkbox"/> indicates reserve personnel were removed from the selection criteria. Reserve personnel are not entitled to Combat SGLI Allowance unless they are on active duty.
Include Parent and Sub Departments	A checkmark <input checked="" type="checkbox"/> indicates sub departments will be included in the selection. Click on the box to remove sub departments if desired. A blank box <input type="checkbox"/> indicates sub departments were removed from the selection criteria.

**7**

Click the Refresh List button. A listing of personnel meeting the criteria in the previous step appears in the table below.

Find
1 of 1

Selected	Name	Short Description	Employee Classification	Salary Grade	Department	EmplID	Empl Rcd Nbr
1 <input type="checkbox"/>	Bunger,Dale E.	PERS2	Regular	W2	003388	<input style="width: 50px;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="button"/>	<input style="width: 50px; text-align: center;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black; background-color: yellow;" type="button"/> <input style="width: 20px; height: 20px; border: 1px solid black; background-color: yellow;" type="button"/>

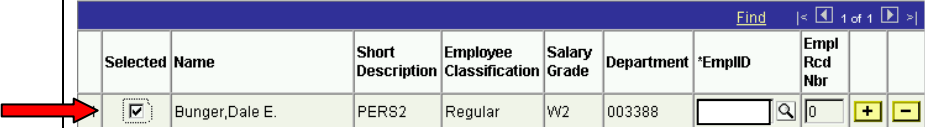
**Note:** Clicking on this button in later steps will undo all changes.

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# Combat Servicemembers' Group Life Insurance Allowance

## Starting Combat SGLI Allowance (Multiple Entry), Continued

### Procedure (continued)



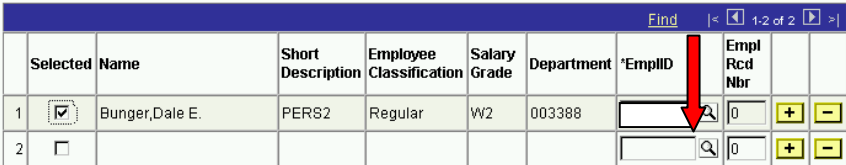

Step	Action
8	<p><b>Select Entries to be Processed:</b></p> <p>Mark the Checkbox in the Selected column for each person you want to create a transaction on you can also click the <b>Select All</b> button. Each row will in the table will run through a series of internal edits and all that pass will receive a check mark as shown below.</p>  <p>A check mark in the Selected Column indicates that the entitlement will be generated and placed in the members' entitlements upon saving.</p>
9	<p><b>Removal of Entries From Being Processed:</b></p> <p>Review the list and click the <input checked="" type="checkbox"/> box to remove appropriate entries.</p> <ul style="list-style-type: none"><li>• A blank box <input type="checkbox"/> indicates that an entry will not be generated upon saving.</li><li>• The <b>-</b> button can be used to remove an entire row and gain the same effect.</li><li>• The <b>Unselect All</b> button can be used to remove all entries if desired.</li></ul>

*Continued on next page*

# Combat Servicemembers' Group Life Insurance Allowance

## Starting Combat SGLI Allowance (Multiple Entry), Continued

### Procedure (continued)

Step	Action
10	<p><b>Add Entries to Be Processed:</b></p> <p>Click the  button in any row to add a blank row.</p> <p>Type the member's employee identification number in the <b>EmplID</b> block shown below or use the magnifying glass  to search and select individuals from a list.</p>  <p>Click on the empty box located in the <b>Selected</b> column so an entry will be generated upon saving.</p> <p><b>Note:</b> Carefully review your work one last time to ensure there are no mistakes before saving.</p>
11	Click the  button.

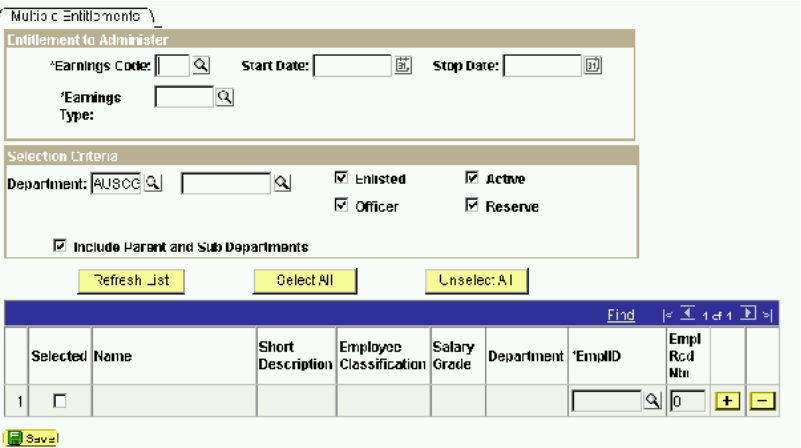

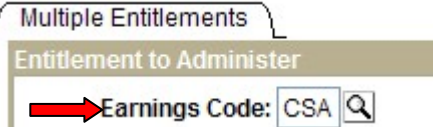
# Combat Servicemembers' Group Life Insurance Allowance

## Stopping Combat SGLI Allowance Multiple Entry

**Introduction** This section provides the procedure for stopping Combat SGLI Allowance (Multiple Entry). Transactions to stop Combat SGLI Allowance must be entered in the system before entering transactions to stop Combat Tax Exclusion.

**Reminder, PCS auto-stop** Combat SGLI Allowance stops automatically on the day prior to PCS departure. Do not enter a Stop Combat SGLI Allowance transaction when a member departs PCS. The system will not reflect the Combat SGLI Allowance (Multiple Entry) stop until the departing endorsement on orders transaction is approved and saved.

**Procedure** Follow these steps to enter a stop Combat SGLI Allowance (Multiple Entry) transaction.












Step	Action
1	<p>Select Menu items in the following order.</p> <p><u>Home</u> &gt; <u>Compensate Employees</u> &gt; <u>Maintain Entitlements</u> &gt; <u>Use</u> &gt; <b>Manage Multiple Entitlements</b></p> <p>The Multiple Entitlement Panel appears as shown below.</p> 
2	<p>Type “CSA” in the <b>Earnings Code</b> field shown below or use the magnifying glass  to search and select the Combat SGLI Allowance Earnings Code.</p> 

*Continued on next page*

# Combat Servicemembers' Group Life Insurance Allowance

## Stopping Combat SGLI Allowance Multiple Entry, Continued

### Procedure (continued)

Step	Action				
3	<p>Enter the <b>Earnings Type Code</b>.</p>  <ul style="list-style-type: none"> <li>• Use code CSCONT.</li> </ul>				
4	<b>Start Date.</b> Leave blank.				
5	<b>Stop Date.</b> Enter the date to stop the entitlement.				
6	<p>Complete the “Selection Criteria” fields as outlined below.</p>  <table border="1"> <thead> <tr> <th>Field</th><th>Action</th></tr> </thead> <tbody> <tr> <td>Department</td><td> <p>There are 2 lookup boxes located next to Department...</p> <p><b>Leave the first box set to AUSCG (Active USCG Units) as shown below.</b></p>  <p>Type the Department Code in the 2<sup>nd</sup> block shown below or use the  to search and select from a listing of available codes.</p>  </td></tr> </tbody> </table>	Field	Action	Department	<p>There are 2 lookup boxes located next to Department...</p> <p><b>Leave the first box set to AUSCG (Active USCG Units) as shown below.</b></p>  <p>Type the Department Code in the 2<sup>nd</sup> block shown below or use the  to search and select from a listing of available codes.</p> 
Field	Action				
Department	<p>There are 2 lookup boxes located next to Department...</p> <p><b>Leave the first box set to AUSCG (Active USCG Units) as shown below.</b></p>  <p>Type the Department Code in the 2<sup>nd</sup> block shown below or use the  to search and select from a listing of available codes.</p> 				

Continued on next page

## Stopping Combat SGLI Allowance Multiple Entry, Continued

**Step**  
**6**

**Cont'd**

<b>Field</b>	<b>Action</b>
Enlisted	A checkmark <input checked="" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box <input type="checkbox"/> indicates enlisted personnel were removed from the selection criteria.
Active	A checkmark <input checked="" type="checkbox"/> indicates active duty personnel will be included in the selection. Click on the box to remove active duty personnel if desired.
Officer	A checkmark <input checked="" type="checkbox"/> indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box <input type="checkbox"/> indicates officers were removed from the selection criteria.
Reserve	A checkmark <input checked="" type="checkbox"/> indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel if desired. A blank box <input type="checkbox"/> indicates reserve personnel were removed from the selection criteria. Reserve personnel are not entitled to Combat SGLI Allowance unless they are on active duty.
Include Parent and Sub Departments	A checkmark <input checked="" type="checkbox"/> indicates sub departments will be included in the selection. Click on the box to remove sub departments if desired. A blank box <input type="checkbox"/> indicates sub departments were removed from the selection criteria.

---

**7**

Click the Refresh List button. A listing of personnel meeting the criteria in the previous step appears in the table below.

Find
|< [ ] 1 of 1 [ ] >|

Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmpID	Empl Rcd Nbr		
1	<input type="checkbox"/> Bunger,Dale E.	PERS2	Regular	W2	003388	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="button" value="+"/>	<input type="button" value="-"/>



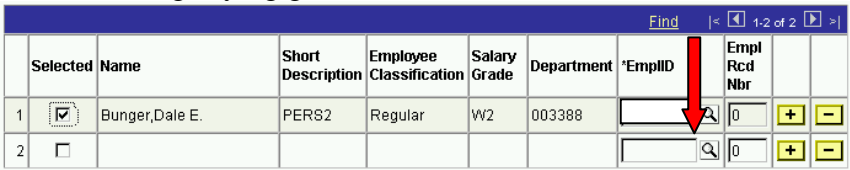
**Note:** Clicking on this button in later steps will undo all changes.

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# Combat Servicemembers' Group Life Insurance Allowance

## Stopping Combat SGLI Allowance Multiple Entry, Continued

### Procedure (continued)

Step	Action
8	<p><b>Select Entries to be Processed:</b></p> <p>Mark the Checkbox in the <b>Selected</b> column for each person you want to create a transaction on you can also click the <b>Select All</b> button. Each row in the table will run through a series of internal edits and all that pass will receive a check mark as shown below.</p>  <p>A check mark in the Selected Column indicates that the entitlement transaction will be generated for the member(s) upon saving.</p>
9	<p><b>Removal of Entries From Being Processed:</b></p> <p>Review the list and click the <input checked="" type="checkbox"/> box to remove appropriate entries. A blank box <input type="checkbox"/> indicates that an entry will not be generated upon saving. The <b>-</b> button can be used to remove an entire row and gain the same effect.</p> <p>The <b>Unselect All</b> button can be used to remove all entries if desired.</p>
10	<p><b>Add Entries to Be Processed:</b></p> <p>Click the <b>+</b> button in any row to add a blank row.</p> <p>Type the member's employee identification number in the <b>EmplID</b> block shown below or use the magnifying glass  to search and select individuals from a list.</p>  <p>Click on the empty box located in the <b>Selected</b> column so an entry will be generated upon saving.</p> <p><b>Note:</b> Carefully review your work one last time to ensure there are no mistakes before saving.</p>
11	<p>Click the <b>Save</b> button.</p>